



***Neighborhood and Community Engagement Commission***  
***Tuesday, November 26, 2013 Meeting Minutes***  
Minneapolis Central Library, Doty Board Room

**NCEC member attendees:** Doron Clark, Andy Hortillosa, Denis Houle, Ishmael Israel, Carol Pass, Kirk Roggensack, Jeffrey Strand and Tessa Wetjen.

**NCEC members excused:** Brittany Lewis, Kenya McKnight and Saciido Shaie.

**NCEC members absent:** Members had resigned (Martin, Mariani, Jimenez, Muse, and Levison)

**Commission staff:** Howard Blin and Cheyenne Brodeen.

**Guests:** Karmit Bulman and Lavelle Taylor from the Conflict Resolution Center.

**Agenda Item**

**Content**

**1. Public  
Comment**

The meeting was called to order at 5:10pm with Israel in the Chair. There was a quorum present (8). No public attend to give comment.

**2.Introduction  
(Action)**

**A. Agenda.**

**Motion:** Strand moves to add agenda item 5a to elected replacement members to the NRP policy Board, Clark Seconds the motion. Motion carried unanimously.

**Motion:** Wetjen moves to approve the agenda as amended, Roggensack Seconds the motion. Motion carried unanimously.

**3. Executive  
Committee  
Reports  
(Informational and  
Action)**

**Chair's Report:** Chair Israel thanked departing commissioners for their service. He also shared that applications for the neighborhood elected seats are now being accepted, information is on the NCR Department's website.

The topic of the December NCEC was discussed due to upcoming holidays. It was noted that there will be no NRP Policy Board meeting on December 17. Motion Clark, Seconded by Wetjen, to hold the NCEC December meeting on 12/17/2013. Discussion. Motion carried.

**Commissioner Comments:**

- Clark shared that it is important to get these seats filled and not let them sit open as long as former Commissioner Martin's seat has been open.
- Houle asked if we should disregard emails from former commissioners.
  - Yes, NCR staff will remove the departed commissioners from Google Groups and other lists.
- Roggensack asked the question of why commissioners are leaving. Is there something that we could do to prevent people from leaving?
  - Some commissioners have left because of family commitments, getting new jobs that have interfered with the NCEC schedule or they have moved out of the district that they've represented.
- Hortillosa asked if NCR staff could conduct exit interviews with the departing commissioners.
  - Staff will produce an online survey.
- Israel commented past commissioners remain residents of Minneapolis as well as leaders in their respective capacities and should remain members of public comment sections in Google groups but excluded from commission specific communication.

**Motion:** Clark moves that NCR staff send out an exit interview questionnaire to departed NCEC Commissioners to ascertain their reasons for departure from the commission to learn from their experience, Wetjen Seconds the motion. Motion carried unanimously.

- Pass asked if commissioners could provide questions to NCR staff to include in the survey.
  - Yes, please submit questions to NCR staff by December 3<sup>rd</sup>.

## **Secretary Report:**

### **A. Minutes.**

**Motion:** Commissioner noted the draft minutes had been sent out as required. Commissioner Strand moves to approve the minutes, Wetjen seconds the motion. Motion carried unanimously.

**B. Attendance Report:** Commissioner Strand reported on attendance. Commissioner Shaie is absent due to an illness, Commissioners Lewis and McKnight are absent due to work conflicts.

**4. Presentation  
from Conflict  
Resolution Center**  
(Informational)

**Summary:** The Conflict Resolution Center (CRC) was one of the three recipients of the One Minneapolis Fund pilot grant program. The NCR department has invited all of the grant recipients to attend a NCEC meeting and share information about their work.

Karmit Bulman, Executive Director of the Conflict Resolution Center and Lavelle Taylor, volunteer mediator and Conflict Resolution Center Board member attended to share how receiving the One Minneapolis Fund grant has helping their organization.

Karmit shared that the One Minneapolis Fund dollars has provided a huge boost to their work. They have exceeded program goals in the first 6 months since receiving the grant. Through the grant they have been focusing on recruiting youth of color and adults in un-represented communities to be mediators. 1/3 of mediators at the CRC are members of communities of color. Currently the CRC only does outreach in communities of color, other communities seemed to find their way to the CRC.

The CRC is also focusing work in Minneapolis Public Schools that have large concentration of youth at risk.

Lavelle shared that mediation and the skills it teaches youth provide for all aspects of life. He also shared that the most fulfilling part of this work is to see kids work to make things right and providing a safe place where they have voice.

**Commissioner Comments:**

- Strand asked if they know the demographics of the neighborhoods.
  - Most schools are in North Minneapolis, some in South Minneapolis. Most students live in North Minneapolis and are very low income and have very little parental support.

- Roggensack asked how the CRC is marketing their services to the rest of the schools.
  - The CRC has stopped marketing because the demand has exceeded capacity. Work is primarily done by volunteers but now staff has to supplement it. Right now it's a matter of funding that keeps CRC from getting into more schools.
- Pass asked if the School District provides any funding. If schools could pool together money, how much would you need to get another staff person?
  - The Minneapolis Public Schools District provides \$4,900. We would need about \$40,000 to hire another staff person.
- Strand asked if CRC plays a role in Housing Court, where an observer might note that people of color and the poor are disproportionately represented. CRC indicated "yes" they do.
- Strand noted that the NCEC is developing a new funding program, the grants are award to neighborhood organizations but neighborhoods are encouraged to partner with other organizations.
- The upcoming CRC "A Taste of Mediation" to be held 12/3/13 and 12/17/13 at 2101 Hennepin Ave. S. was noted.

## **5.NRP Policy Board Report** (Informational)

**Summary:** Commissioner Strand reported as the 2013 NRP Policy Board Chair. At the November 19<sup>th</sup> NRP Policy Board Meeting the board approved one Neighborhood Priority Plan for the project at 54<sup>th</sup> and Lyndale and NRP Phase II plans for the Holland and Marshall Terrance neighborhoods. The NRP Grievance Task Force also reported on the grievance that was brought forward against the Cedar Riverside NRP Neighborhood. Commissioner Strand noted that Marcea Mariani would like to be noted as attending the Grievance Task Force Meeting.

There will be no December NRP Policy Board meeting.

### **Commissioner Comments:**

- Roggensack commented that the Cedar Riverside NRP neighborhood was not at the hearing. But that staff sent them the Grievance Task Forces recommendations prior to the meeting. Another suggestion made by the committee

was mediation, the neighborhood is thinking about that option.

**A.) Elect Replacement members to the NRP Policy Board:**

Commissioners Jimenez and Levison have resigned leaving two vacancies on the NRP Policy Board.

Nominations for members are as follows:

- Hortillosa – Accepted nomination
- Pass – Declined nomination
- Wetjen – Declined nomination
- Houle – Accepted nomination

**Motion:** Wetjen moves to elect by acclamation accept commissioners Hortillosa and Houle as members to the NRP Policy Board, Strand Seconded the motion. Motion carried unanimously.

**6. Re-establishment of the City Department Engagement Task Force (Action)**

**Summary:** Commissioner Clark reviewed the requested action. The reestablished Task Force would continue this work and examine possible improvement in engagement practices by the City enterprise.

**Motion:** Clark move to amend the charge and to include membership up to 8 NCEC members. Strand seconded. Strand moved to ~~and~~ add an additional bullet under the charge/deliverables section “to make recommendations for improvements to city departments and to the city council as they pertain to community engagement practices”, also to change the change membership section to read no more than eight members and to add an end date of Dec. 31st 2014 of the work of the Task Force. Hortillosa ~~Wetjen~~ Seconds the motion. Motion carried unanimously.

**Motion:** Roggensack ~~Strand~~ moves to approve the membership of the Task Force to be Commissioners Clark, Strand, Wetjen and Israel. And suggests that Commissioner Clark take the lead to convene the first ~~establish 1st~~ meeting. Strand ~~Roggensack~~ Seconds the motion. Motion carried unanimously.

## **7. Task Force Reports** (Action)

**A. Committee of the Whole:** The Committee of the Whole met on November 13<sup>th</sup> to further the development of the CIF. As with past meetings of the Committee on development of the fund, recommendations are forwarded to the full commission for adoption after each meeting.

The CoW is requesting that the full commission Adopt the recommendations of the NCEC Committee of the Whole related to the Community Innovation Fund (CIF).

At the November 13<sup>th</sup> the Committee forwarded the recommendations listed below for adoption by the full Commission:

- 1) The Commission solicit draft priorities from existing City goals and expectations, key department heads and neighborhood and community organizations.
- 2) The NCEC recommend to the City Council to allocate \$300,000 for the 2014-2015 period.
- 3) The outreach plan be revised to increase the number of meetings with neighborhoods from four focus group meetings to eight focus group meetings, with one meeting in each of the 8 NCEC districts.
- 4) That NCR address diverse stakeholders including cultural community members, throughout the initial community engagement process for soliciting input for the Community Innovation Fund guidelines development process, including the appropriate prefatory context information.

**Motion:** Strand moves that the first (1) recommendation is amended to say "The Commission with the assistance of the NCR department will solicit draft priorities from Existing City goals and expectations, key department heads and neighborhood and community organizations. Wetjen Seconds the motion. Motion carried Unanimously.

**Motion:** Clark moves to approve the second (2) recommendation of the Committee of the Whole. Wetjen

Seconds the motion. Motion carried Unanimously.

**Motion:** Hortillosa moves to approve the third (3) recommendation of the Committee of the Whole. Clark Seconds the motion. Motion carried Unanimously.

**Motion:** Strand moves to approve the fourth (4) recommendation of the Committee of the Whole. Wetjen Seconds the motion. Motion carried Unanimously.

**Commissioner Comments:**

- Strand mentioned that intentional in outreach to meet with lots of stakeholders, but funding must be done through neighborhoods and in neighborhood plans. This program is intended to foster partnerships.
- Pass asked if we have any idea of the size of these grants and mentioned that neighborhoods all have different priorities.

**B. One Minneapolis Fund:**

**A.) Amend One Minneapolis Task Force Charge:**

Commissioner Wetjen shared that The Task Force was established in 2012. The duration for the Task Force established in the change must be extended to allow the Task Force to work on the 2014 funding cycle for the program.

**Motion:** Wetjen moves that the One Minneapolis Task Force become the One Minneapolis Committee, retaining the same charge, the current members will become founding committee members and will have up to eight members for its membership. Roggensack Seconds the motion. Motion carried unanimously.

**C. Community Connections Conference:** Commissioner Roggensack shared that the 2014 Community Connections Conference will be held on Saturday, March 22<sup>nd</sup> at the Minneapolis Convention Center. The theme of the conference will be "Common Ground: A City that Works for All."

**8. Bylaw  
Amendments**

**A. Succession of Officers:** After a recent resignation from the NCEC Executive Committee, it was realized that the

(Action)

bylaws did not include a process for replacing members of the Executive Committee before the end of their terms. The amendment to the bylaws shown below addresses this gap in the bylaw.

Amendments to the bylaws must be introduced at a meeting prior to the meeting at which they are adopted. In this case, the amendment was introduced in September.

The action requested is to adopt the following additional section in the bylaws:

**13.4.5 Resignation or Vacancy in Executive Committee (Officers)**

Letters or verbal notification of resignation of a Commissioner from an Executive Committee position shall be directed to the Chair and Secretary of the NCEC. The Chair and Secretary shall notify the Director of the NCR Department and the NCEC Commissioners within five (5) days from receipt of the letter of resignation.

The NCEC shall conduct an election to fill the vacancy in the Executive Committee at the next regular Commissioner meeting following receipt of the letter of resignation. The election procedure shall take place according to the relevant provisions of Section 13.3 Election of Officers.

The Secretary, Commissioner Strand was asked to review Bylaws provisions, and it was determined that 2/3 vote of the seated membership would be required for approval.

**Motion:** Clark moves to adopt the addition of bylaws section 13.4.5 Resignation or Vacancy in Executive Committee (Officers). Wetjen Seconds the motion. Motion carried unanimously. The recorded vote was 8 Ayes, 0 Nays.

**B. Election of Officers:** At the October 22<sup>nd</sup> meeting of the NCEC an amendment to the Commission bylaws was introduced to eliminate the requirement for signed ballots cast in the election of Commission officers.

The action requested is to adopt the following amendment to



the bylaws.

13.3.3 The Executive Committee shall be elected by a majority vote of the seated Commissioners present on the date of election. Proxy voting is prohibited. Voting for executive committee members shall be done by paper ballot.

**Motion:** Wetjen moves to adopt the amendment to section 13.3.3 to strike to word "Signed" before paper ballots, Hortillosa Seconds the motion. Motion Failed. The recorded vote was 1 Aye, 4 Nays, and 2 Abstentions.

**Commissioner Comments:**

- Clark believes the commission should be making votes in public and would like to see the paper ballots be removed from the bylaws.
- Wetjen spoke in support of the proposed change

**9. NCR Report**  
(Informational)

**Summary:** NCR staff reported that we are seeing a rush of neighborhoods submitting Neighborhood Priority Plans.

**Commissioner Comments:**

- Strand asked that NCR staff notify NCEC when the Priority Plans are going the NRP Policy Board.

**6. New Business**  
(Informational and Discussion)

**A. Open Forum:**

- Hortillosa provided some information for the One Minneapolis Fund for members to review prior to the next committee meeting.
- Strand shared that there will be a holiday on 44th celebration in north Minneapolis from 6-9p.m. on December 6<sup>th</sup>.
- Israel shared that there will be the 4th NorthFirst installment on December 10th at the Capri Theater.
- Clark shared that the holiday train will be rolling into Shoreham Yards on 28th and central on December 12<sup>th</sup>.

**Adjourn**

The November 26, 2013 meeting was adjourned by Chair Israel at 7:07p.m.